

A Detailed Summary of Certification Requirements for Indiana Public Library Professionals

WHO MUST BE CERTIFIED?

Directors
Assistant or Associate Directors
And any staff employed by any library or other unit that requires Specialist or Librarian Certification.

Branch or Department Heads
Professional Assistants

WHO IS NOT REQUIRED TO BE CERTIFIED?

Archivists and conservators
Business office and clerical staff, including administrative assistants and bookkeepers
Clerks and pages

Human Resources, IT, Marketing/PR staff
Maintenance workers
Substitute or temporary workers and volunteers

CERTIFICATION REQUIREMENTS ARE BASED ON THE FOLLOWING LIBRARY DISTRICT SIZES:

Class A: Libraries serving a district population of 40,000 or more
Class B: Libraries serving a district population of 10,000 to 39,999
Class C: Libraries serving a district population under 10,000

NEWLY HIRED STAFF

New staff whose professional positions require certification will have six months to apply for their 1-year temporary or 5-year licenses. Individuals unable to meet the certification requirements for a position may apply for a 1-year temporary license. Temporary licenses may be renewed twice for a total possible three temporary certificates per person. Individuals may apply for up to three 1-year temporary certifications as they complete their Library Science coursework AND/OR accumulate the number of years of experience required for their certificates.

DEFINITIONS OF JOB CLASSIFICATIONS (IC 36-12-11-6 and 590 IAC 5-1-9)

Director: There is one library Director per library system. All Directors, regardless of certificate level or library class size, must complete 100 Library Education Units (LEUs) in each 5-year renewal cycle. Ten or more of a Director's required Library Education Units (LEUs) must be Technology LEUs (TLEUs).

Directors in Class A libraries must hold LC1.

Directors in Class B libraries must hold LC2, at minimum.

Directors in Class C libraries must hold LC4, at minimum.

Branch or Department Head: This classification includes but is not limited to staff classified as Associate or Assistant Directors, Branch Managers, Department Heads, Librarians, Catalogers/Copy Catalogers, Reader's Advisors, and Program or other Coordinators.

Branch/Department Heads in Class A libraries must hold LC4, at minimum.

Branch/Department Heads in Class B libraries must hold LC5, at minimum.

Branch/Department Heads in Class C libraries must hold LC6, at minimum.

Branch or Department Heads devote more than half of their time to work in the following areas:

- Knowledge of professional library practices,
- Development and management of collections and of technical library processes, and
- Ability to deal with people in a professional capacity (as distinguished from clerical)

Branch or Department Heads who spend at least 50% of their time on professional library work (including but not limited to cataloging/copy cataloging, reference, collection development, reader's advisory, children's or teen services) must keep their certificates current and in good standing. All Branch or Department Heads, regardless of certificate level or library class size, must complete 75 Library Education

Units (LEUs) per 5-year renewal cycle. Ten or more of a Branch or Department Head's LEUs must be Technology Library Education Units (TLEUs).

Professional Assistant (590 IAC 5-1-13): This classification includes, but is not limited to, Librarians, Library Assistants, Paraprofessionals, Catalogers/Copy Catalogers, Reader's Advisors, and Program or Other Coordinators. ***Certification requirements apply to all permanent (non-substitute) professional staff, whether they work full-time or part-time.***

Professional Assistants in Class A libraries must hold LC5, at minimum.

Professional Assistants in Class B libraries must hold LC6, at minimum.

Professional Assistants in Class C libraries must hold LC6, at minimum.

Professional Assistants devote more than half of their time to work in the following areas:

- Knowledge of professional library practices,
- Development and management of collections and of technical library processes, and
- Ability to deal with people in a professional capacity (as distinguished from clerical)

Professional Assistants who spend at least 50% of their time on professional library work (including but not limited to cataloging/copy cataloging, reference, collection development, reader's advisory, children's or teen services) are required to keep their certificates current and in good standing, regardless of number of hours worked per week. All Professional Assistants, regardless of certificate level or library class size, must complete 50 Library Education Units (LEUs) per 5-year renewal cycle. Ten or more of a Professional Assistant's LEUs must be Technology Library Education Units (TLEUs).

LIBRARIAN CERTIFICATION LEVELS

Librarian Certificate 1 (LC1) – American Library Association-accredited Master of Library Science degree with 10 years professional library experience OR ALA-accredited MLS degree with six years professional experience that includes three years supervising two or more MLS librarians.

Librarian Certificate 2 (LC2) - ALA-accredited MLS degree with three years professional library experience.

Librarian Certificate 3 (LC3) - ALA-accredited MLS degree.

Librarian Certificate 4 (LC4) - Bachelor's degree from an accredited college or university PLUS 15 college credit hours from the following required Library Science courses (590 IAC 5-1-8)

Collection Development (also referred to as Selection and Evaluation of Materials)

Library Management and Administration

Reference and Information Sources

Cataloging and Organization of Materials

Children's Services (also referred to as Materials for Youth)

Librarian Certificate 5 (LC5) – Minimum 60 hours of college credit hours PLUS nine college credit hours from the following required Library Science courses (590 IAC 5-1-8):

Collection Development (also referred to as Selection and Evaluation of Materials)

Reference and Information Sources

Library Management and Administration (NOTE: Non-supervising staff pursuing the LC5 whose career goals do not include management may substitute Cataloging and Organization of Materials or Children's Services (also referred to as Materials for Youth) for Library Management).

Librarian Certificate 6 (LC6) - High school diploma or GED/TASC with five years of library experience OR nine college credit hours of Library Science courses. Staff pursuing the LC6 are not required to complete a prescribed set of courses, but, rather, may choose the courses for their nine credit hours in Library Science (590 IAC 5-1-8).

SPECIALIST CERTIFICATION LEVELS

For this information, please consult the Indiana State Library Certification Manual for Public Library Professionals at <http://continuinged.isl.in.gov/certification/>.